

## Determining Education and Training Voucher Disbursements

### ATTACHMENT L

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The ETV provider is responsible for determining the amount of ETV funding that is awarded to each ETV eligible student. There are many variables that determine the ETV award amount to each eligible student. ETV funding cannot exceed \$5000 per academic year based on the youth's cost of attendance (COA). However, students may request additional funds to meet their needs as long the request does not exceed \$5000 and is included in the cost of attendance.

#### 1. Cost of Attendance (COA)

COA is designed to assist with the students "**unmet**" needs as defined in section 472 of the Higher Education Act of 1965. COA is the amount it will cost a student to go to school. Most two-year and four-year colleges calculate their COA to show the total cost for the school year (for instance, for the fall semester plus the spring semester). Schools with programs that last a different period of time (for instance, an 18-month certificate program) might show a COA that covers a time period other than a year.

If students attend school at least half-time, the COA is the estimate of tuition and fees, cost of room and board (or living expenses), cost of books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer), allowance for childcare or other dependent care, costs related to a disability, and reasonable costs for eligible study-abroad programs.

#### 2. How to determine ETV Awards

Funding is determined based on the students COA and funds are to be assigned to the categories based on the students' submitted budget.

- a. Request for funding
  - i. Review the students COA for each school term or semester. Funding should be disbursed in the following order:
    - Tuition & Fees
    - Room and Board
    - Cost of books and supplies i.e.: Computer package
    - Other Eligible Expenses
      - Transportation
      - Child Care Expenses
      - Disability Services
      - Health and Medical insurance premium cost (Medicaid must be the primary)
      - Repayment of student loan (per the COA)
- b. Request for additional funding
  - i. Student must submit a written request of the unmet need that exceeds the original budget and update their budget.  
Note: Additional funding cannot exceed \$5000
  - ii. If a student is awarded the maximum amount of their ETV funding prior to the end of the academic year, The student must submit in writing they are

aware they have utilized the full amount of their ETV award and that no further ETV funding is allowable under the federal guidelines, Social Security Act section 477.

**3. How are Funds to be disbursed**

a. Post-Secondary Institution or Program

ETV funds must be disbursed via check to the post-secondary institution or program on behalf of the students for tuition and school expenses.

b. Eligible Student

ETV funding disbursed to students must be issues via an electronic payment method.

c. 3<sup>rd</sup> Party

ETV funds may be disbursed to a 3<sup>rd</sup> party such as landlord or licensed childcare facility via check. The check must be payable to the 3<sup>rd</sup> party.

Note: 3<sup>rd</sup> party payments should be sent to the student, who will deliver it the payee